

**FREE to
state
employees**

Location

MOTEC
1738 East Elm
Jefferson City, Missouri

Instructor

Sarah Irwin, Librarian
Missouri State Library

Registration

Call: 573.522.2796

or

E-mail:

sarah.irwin@sos.mo.gov

Include:

- Name
- Phone number
- State agency
- E-mail address
- Class name
- Time you wish to attend

Please call or email Sarah
with questions about classes
or registration.

Limit of 20 people per time slot.

Missouri State Library

Reference Services

Phone: 573.751.3615

E-mail: libref@sos.mo.gov

Hours: M-F 7:30-5:00

Robin Carnahan • Secretary of State

**Missouri
State Library**

www.sos.mo.gov/library

State Employee Training

Expand your job skills with a library resource training session. Professional information navigators guide you in a hands-on experience using information resources. Take these skills back to your office to use the resources from your desktop.

MAY-JULY

May 19, 2010

Navigating the Census

10:00—12:00 or 1:30—3:30

This class covers the basics of where to look, and what key features to look for, while navigating the Census website for needed data. Step-by-step instructions on how to use the Census website's American Fact Finder tools to retrieve data files from the decennial Census and more recent data from the Census Bureau's yearly American Community Survey are introduced.

June 23, 2010

Introduction to Internet Searching

10:00—12:00 or 1:30—3:30

Is Google the right search engine for you? This hands-on class focuses on using the Internet more efficiently to find web resources and provides information on effective searching and evaluation of Web sites and search engines. Leading search engines are explored, with each search engine's unique search features highlighted.

July 21, 2010

Fundamentals of Database Searching

10:00—12:00 or 1:30—3:30

Designed with the new library user in mind, this session is geared toward those who would like to learn more about searching for journal, newspaper, or magazine articles in general. Subscription databases containing research materials are introduced as well as other key services available to Missouri state employees through the Missouri State Library.